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MONTHLY TECHNICAL PROGRESS REPORT

for the period

April 1 – April 30, 2006

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Philip Ingram, CO**

Under Contract 68-R9-01-01

**Submitted
by**



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**EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9**

**Monthly Report
April 2006**

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on April 10.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on April 17.

The Records Center Performance Measurement Reports were submitted to the TOAM on April 7.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on April 12.

The site assessment Librarian IV updated the *NPL Docket Procedures Manual* on April 14 and submitted it to the TOAM for review.

The TOM updated the *U.S. EPA Region 9 Superfund Records Center Security Procedures* on April 26 and submitted it to the TOAM for review.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and

Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,969 documents and edited 3,669 index records in the Superfund Document Management System 2 (SDMS2) database.

At the request of the TOAM, a Librarian IV completed the indexing of 1,728 electronic documents for the Operating Industries, Inc. Landfill site file.

At the request of the TOAM, a Librarian IV completed the indexing of 38.8 lft of documents for the Montrose Chemical Corp., and Del Amo Facility site files.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

ANDERSEN AIR FORCE BASE
APRA HARBOR NAVAL COMPLEX
EDWARDS AIR FORCE BASE
FEDERAL CORRECTIONAL INSTITUTE LOMPOC
MARCH AIR FORCE BASE
NAVAL AIR STATION AGANA

The site assessment Librarian IV received 7.8 lft. of new documents, of which .6 lft. were federal facilities documents, and processed 1 new site. In addition, 1.2 lft. of Oil Facility Response Plans material were received.

The site assessment Librarian IV performed quality assurance on 5 site files, reorganizing, purging duplicate documents, and revising the indexing on SDMS when needed.

A Librarian IV completed the 3rd quarter 2005 quality assurance review of new authority file entries. This review ensures the accuracy and consistency of personal names, affiliations, and cross-references entered into the SDMS2 database.

On April 10 staff met with Environmental Protection Specialist Matt Mitguard to discuss indexing requirements for the Halaco Engineering Co. site file. As a result of the meeting, a special collection was created, and an electronic site file index was generated and mailed to Mr. Mitguard.

On April 14 staff met with EPA grantee Jerry Day to discuss indexing requirements for the Brownfields Program documents. In addition, details of the customized Brownfields Program routing slip were finalized.

In April staff met with EPA staff to discuss indexing requirements for the Leaking Underground Storage Tank (LUST) Indian Country Project, the Del Amo Facility, Navajo Nation Uranium Mine, Northeast Churchrock Mine, and United Heckathorn sites.

The site assessment Librarian IV worked 11.5 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

50.9 lft. of documents were collected from 75 Hawthorne. A total of 18 transfer of Records forms was processed.

3.7 lft. of documents were retrieved from off-site storage at the FRC.

Staff performed quality assurance on .6 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on April 17. The Contracts On-Site Box Storage Report was updated on April 3, 11, 20 and 27.

Staff checked .1 lft. of unindexed Lava Cap Mine, .1 lft. of Montrose Chemical Corp., .2 lft. of Reno Barrel & Drum Recycling, .4 lft. of San Gabriel Valley (Areas 1-4), and .5 lft. of Waste Disposal, Inc. documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured 2,692 documents (58,387 pages) during April.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Cost Recovery Department staff scanned 13 documents into the SCORPIOS system. Total scanning hours: 2.3.

The Cost Package Documentation Index was updated on April 3, 11, 20, and 27.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 6.1 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 117 requests for documents, performed 938 database searches in SDMS2, and provided 1,349 documents for EPA staff and other requesters.

Forty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on April 4 and 5 respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

3.1 Freedom of Information Act (FOIA)

Staff provided 7 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 4 requests.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 11,020 non-FOIA-related pages for EPA and other requesters and sent approximately 1,706 pages off-site to a copy service. In addition, staff printed 1,070 pages from SDMS2.

At the request of RPM Dante Rodriguez, 1 document from the Del Amo Facility site was redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and

EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 29 requests for documents on CD-ROMs. A total of 86,235 pages was copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in April:

Dech Drums Site Removal AR, sent April 14

Shaharald Mine Site Removal AR, sent April 14

Two work-performed compilations were created or updated during April for the following sites:

ASARCO INC HAYDEN PLT, OU 01, (SSID 09J2)

TUCSON INTERNATIONAL AIRPORT AREA- HUGHES/TUCSON AIRPORT, OU 03, (SSID 0909)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No activity occurred in this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on April 26.
The TOM held a Managers/Supervisors meeting on April 19.
The TOM held an SDMS Department meeting on April 11.
The RIM IV/Assistant Manager held meetings with special projects staff on April 4 and 5.
The RIM IV/Circulation Department Supervisor held departmental meetings on April 19, 20, and 21.
The RIM IV/Head Indexer held departmental meetings on April 26 and 27

The TOM requested and received approval for purchase of photocopier repair services from IKON Office Solutions on April 25.

Future Activities

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS2 training to EPA grantee Carol Weinstein on April 19. Ms. Weinstein was given a copy of the *SDMS2 Manual for EPA Users*.

At the request of the TOAM, on April 5 the TOM gave new EPA Community Involvement Coordinator Lauren Berkman a tour of the Records Center, introduced her to services offered by the Circulation Department, and trained her on the use of various *Express Link* online request forms. She was given copies of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on April 13.

A RIM IV assisted 6 EPA staff persons with technical problems relating to SDMS2 in April.

At the request of the TOAM a RIM IV installed SDMS2 for EPA grantee Carol Weinstein on April 19.

At the request of the regional EPA LAN/SAN administrator, a RIM IV installed new auditing tools on the R9REC file server.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for

Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RIM IV/Assistant Manager and RIM IV/Head Indexer attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on April 19.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in May.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

RIM IV/Circulation Supervisor Scarlett Hite submitted her resignation effective April 14. Librarian IV Jennifer Clyde was chosen to fill this position effective April 17. Recruiting has begun to fill the open Librarian IV position.

The RIM IV/Computer Support supervisor interviewed candidates for the open IS III/Computer Support Specialist position. The successful candidate was Steve Hunt, who is expected to begin work on the contract on May 15.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 37 new projects. In addition, the TOAM submitted 6 requests for information or support in person, via telephone or E-mail.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,097	34.6 lft.	231.3 lft.

Inventories

Records Surveyed	Year to Date
29 lft.	234.9 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	157.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
86	1	0	0	16	0	0	8	111

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM APRIL 1 THROUGH APRIL 30,
WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

SSID OU SITE NAME

--	00	ACME FILL CORP
2W	00	ACTION PLATING
--	00	AERO MANUFACTURERS
E7	00	AERO PLATING
16	01	AEROJET GENERAL CORP RANCHO CORDOVA
4Y	01	ALARK HARD CHROME
--	00	ALLOY METALS CO INC
--	00	AMCHEM PRODUCTS
--	00	AMERICAN CAN CO SAN JOSE
--	00	AMERICAN CYANAMID CO AZUSA
JA	00	AMERICAN SAMOA LAB CHEMICALS
--	00	AMF VOIT INC ORANGE
--	00	AMVAC CHEM CORP
GU	01	ANACONDA COPPER CO YERINGTON MINE
C6	01	APACHE POWDER
83	01	APPLIED MATERIALS
--	00	ARCO PETROL PROD CO WATSON REF
--	00	ARIZ PUBLIC SERV CO YUCCA POWER PLT
--	00	ARIZONA PUBLIC SERV OCOTILLO POWER PLT
JS	01	ASARCO INC HAYDEN PLT
--	00	ASCON LDFL HUNTINGTON BEACH
--	00	ASHLAND CHEM CO NEWARK
34	01	ATLAS ASBESTOS MINES
--	00	BAC PRITCHARD INC
--	00	BARNES-HIND PHARMACEUTICALS INC
--	00	BARON BLAKESLEE INC
--	00	BARON-BLAKESLEE DIV OF PUREX CORP
--	00	BEALE AIR FORCE BASE
HX	00	BENHAM & JOHNSON
1F	00	BROWN AND BRYANT INC SHAFTER FACIL
32	00	BROWN FIELD HAZARDOUS WASTE SITE
3H	01	CASMALIA RESOURCES
71	01	CASTLE AIR FORCE BASE
AQ	00	CENTRAL EUREKA MINES
MU	00	CHINO AIRPORT RADIUM DIALS
1N	01	COOPER DRUM
JT	00	CYPRUS TOHONO MINE
NR	00	DECH DRUMS
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
FS	00	EAGLE ARMY AIRFIELD
P8	01	EDWARDS AIR FORCE BASE
--	00	EL CAMINO DEL CERRO LDFL
HK	00	EWA SUGAR MILL/OAHU SUGAR CO
62	01	FAIRCHILD CAMERA S SAN JOSE
CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
73	01	FMC CORP FRESNO PLT
KE	00	FORD CITY BURN DUMP
Q6	01	FORT ORD

SSID OU SITE NAME

P5	00	FRENCH CAMP SITE
4R	01	FRONTIER FERTILIZER
EJ	00	GAMBONINI MERCURY MINE
--	00	GE UAO SITE FILES
Q7	01	GEORGE AIR FORCE BASE
63	00	GILA RIVER INDIAN RESERVATION
CP	00	GREY EAGLE MINE
MV	00	GUAM DEPT OF AGRICULTURE MANGILAO FACILI
X6	00	HALACO ENGINEERING CO
8M	00	HAMILTON AFB
B8	01	HASSAYAMPA LANDFILL
--	00	HECHT PROPERTIES
--	00	HONEYWELL INC
20	01	INDIAN BEND WASH NORTH
NB	00	INDUSTRIAL ZINC PLATERS INC
88	01	INTEL CORP (SANTA CLARA III)
J2	01	INTERSIL/SIEMENS
17	01	IRON MOUNTAIN MINE
F6	01	JASCO CHEMICAL CO
74	01	JH BAXTER & CO, WEED, CA
F5	00	KAISER STEEL CORP
FM	00	KLAU MINE
3Y	01	LAVA CAP MINE
7J	02	LEHR OLD CAMPUS LANDILL USDOE
1A	01	LEVIATHAN MINE
--	00	LIBBY SISTER SITES (ASBESTOS PROJECT)
89	01	LORENTZ BARREL & DRUM CO
--	00	LUST INDIAN COUNTRY PROJECT
N6	01	MARCH AIR FORCE BASE
8P	00	MARE ISLAND NAVAL SHIPYARD
KM	00	MCCLEUR TAILINGS
04	01	MCCOLL
1E	01	MCCORMICK & BAXTER CREOSOTING CO
M6	01	MEW STUDY AREA
46	01	MGM BRAKES
87	01	MICRO STORAGE/INTEL MAGNETICS
J4	01	MODESTO GROUNDWATER CONTAMINATION
C7	01	MOFFETT NAVAL AIR STATION
26	01	MONTROSE CHEMICAL CORP
26	03	MONTROSE CHEMICAL CORP
CA	01	MONTROSE PV SHELF
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	04	MOTOROLA INC (52ND STREET PLANT)
BE	05	MOTOROLA INC (52ND STREET PLANT)
BE	18	MOTOROLA INC (52ND STREET PLANT)
--	00	NAVAJO NATION URANIUM MINES (2)
8J	00	NAVAL AIR STATION AGANA
J5	01	NEWMARK GROUNDWATER CONTAMINATION
J5	02	NEWMARK GROUNDWATER CONTAMINATION
05	01	NINETEENTH AVENUE LANDFILL
E8	00	NORCO BATTERY
MZ	00	NORTHEAST CHURCHROCK MINE SITE

SSID OU SITE NAME

78	01	NORTON AIR FORCE BASE
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
BC	03	OMEGA CHEMICAL CORP
58	00	OPERATING INDUSTRIES INC LNDFLL
58	01	OPERATING INDUSTRIES INC LNDFLL
58	02	OPERATING INDUSTRIES INC LNDFLL
58	03	OPERATING INDUSTRIES INC LNDFLL
J6	01	PACIFIC COAST PIPE LINES
LP	00	PAGO PAGO SOLVENT & CLEANER SITE
S5	00	PALOMINO VALLEY SITE
1S	01	PEARL HARBOR NAVAL COMPLEX
MH	00	PERRIS DRUM SITE
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
GB	00	POLAR STAR MINE
EG	00	PRC PATTERSON
21	00	PURITY OIL SALES INC
21	01	PURITY OIL SALES INC
DM	00	QPC (QUALITY PRINTED CIRCUITS)
N4	00	RENO BARREL & DRUM RECYCLING
98	01	RHONE POULENC INC ZOECON CORP
JW	00	RIALTO COLTON PLUME
BY	00	RIO TINTO COPPER MINE
--	00	RIVERSIDE PLATING (K&N PLATING)
79	01	SACRAMENTO ARMY DEPOT
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	01	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
44	01	SELMA TREATING CO
ES	01	SGV ALHAMBRA OU
--	00	SGV AZUSA IRWINDALE STUDY AREA OU
M5	01	SGV BALDWIN PARK OU
7B	01	SGV EL MONTE OU
7B	08	SGV EL MONTE OU
7B	09	SGV EL MONTE OU
--	00	SGV MONROVIA OU
8V	00	SGV PUENTE VALLEY OU
8V	01	SGV PUENTE VALLEY OU
8V	04	SGV PUENTE VALLEY OU
8V	05	SGV PUENTE VALLEY OU
M2	03	SGV RICHWOOD OU
4X	01	SGV SOUTH EL MONTE OU
4X	05	SGV SOUTH EL MONTE OU
M3	04	SGV SUBURBAN WATER SYSTEMS BARTOLO... OU
M4	02	SGV WHITTIER NARROWS OU
NJ	00	SHAHARALD MINE
80	01	SHARPE ARMY DEPOT
J8	01	SOLA OPTICAL USA INC
42	01	SOUTH BAY ASBESTOS AREA
64	01	SOUTH BAY BASIN
01	05	STRINGFELLOW AIR FORCE
--	00	SUNRISE MOUNTAIN LANDFILL

SSID OU SITE NAME

K3	01	SYNERTEK BLDG 1
M1	01	TARP (TUCSON INTL AIRPORT AREA - TUCSON AIRPORT WEST)
M1	03	TARP (TUCSON INTL AIRPORT AREA - TUCSON AIRPORT WEST)
--	00	TORO CREEK SPILL
M7	01	TRAVIS AIR FORCE BASE
8R	00	TREASURE ISLAND NAVAL STATION
P3	01	TREASURE ISLAND NAVAL STATION HNT PT AN
--	00	TRICO INDUSTRIES
K4	01	TRW MICROWAVE MC BUILDING 825
09	03	TUCSON INTL AIRPORT AREA - HUGHES/TUCSON
9D	00	TUSTIN MARINE CORPS AIR STATION
R3	01	UNITED HECKATHORN, RICHMOND
96	01	VAN WATERS & ROGERS INC
C1	01	WASTE DISPOSAL INC
97	00	WESTINGHOUSE ELECTRIC (SUNNYVALE PLANT)
Q1	01	WILLIAMS AIR FORCE BASE